

# STAFF COUNSEL III (SUPERVISOR) PROMOTIONAL EXAMINATION



[www.dca.ca.gov](http://www.dca.ca.gov)

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

## WHO MAY APPLY

Applicants must have a permanent civil service appointment with the Department of Consumer Affairs or meet the provisions of the State Personnel Board Rules 234 or 235 by the final filing date in order to take this examination (applicants who qualify under Government Code Sections 18990 and 18992 may also apply).

## HOW TO APPLY

**This is a promotional exam for the Department of Consumer Affairs.** Please submit an application (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**NOTE:** All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

**NOTE:** If you meet the entrance requirements for the Staff Counsel III (Specialist and Supervisor), you may file for both examinations on a single application.

**NOTE:** The Department of Consumer Affairs' Selection Services Unit and/or the State Personnel Board reserve the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

### Submit State Application (STD 678) to:

#### MAIL TO:

Department of Consumer Affairs  
 Attn: Selection Services (Steve Martinez)  
 P.O. Box 980428  
 West Sacramento, CA 95798-0428

#### HAND DELIVER TO:

Department of Consumer Affairs  
 Attn: Selection Services (Steve Martinez)  
 1625 North Market Blvd., Suite N-321  
 Sacramento, CA 95834

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunications Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.

## FINAL FILE DATE

**July 20, 2007.** Applications must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or delivered via interagency mail after the final filing date will not be accepted.

## SALARY RANGE

\$7686 - \$9484 per month

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination on the date that they complete and submit their application to the above address.

## QUALIFICATIONS APPRAISAL PANEL

It is anticipated that a Qualifications Appraisal Panel Interview will be scheduled during the month August/September, 2007.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**MINIMUM  
QUALIFICATIONS****EITHER I**

Two years of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

**Or II**

Broad and extensive experience (more than six years) in the practice of law\*.

**And**

Experience applicable to one of the above patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties at a level of responsibility equivalent to that described in "Pattern I".

In addition, all candidates must have membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

**DEFINITION OF  
TERMS**

The words "level of responsibility equivalent to..." means the applicant must have the experience of the type and length of time in a class at the same (or higher) level of responsibility as the classification specified.

\*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

**POSITION  
DESCRIPTION**

Plans, organizes and directs the work of a small staff of attorneys; evaluates the performance of subordinate staff and takes or effectively recommends appropriate action; interviews and selects or actively participates in the interview and selection process for subordinate staff; develops strategy and tactics in the most complex disputes or litigation; and may personally perform the most difficult and complex litigation, negotiation, legislative liaison, hearings, legal research, and opinion drafting.

Positions exist in Sacramento within the Department of Consumer Affairs.

**EXAMINATION  
INFORMATION**

A competitor may be tested only once during any testing period. The testing period for this is 12 months.

This examination will consist of a Qualifications Appraisal Panel Interview weighted 100%.

Note: Oral interviews will consist of a series of job-related questions designed to measure responses competitively. The panel will only take into consideration the responses to those questions.

In order to obtain a position on the eligible list, a minimum of 70% must be attained on Qualifications Appraisal Panel Interview.

**EXAM SCOPE**

Qualifications Appraisal interview will be on measuring competitively relative to job demands, each competitor

**QUALIFICATIONS APPRAISAL - WEIGHTED 100%****Knowledge of:**

1. Legal principles and their application.
2. Legal research methods.
3. Court procedures.
4. Rules of evidence and procedure.
5. Administrative law and the conduct of proceedings before administrative bodies.
6. Legal terms and forms in common use.
7. Statutory and case law literature and authorities.
8. Provisions of laws and Government Code sections administered or enforced.
9. The department's Equal Employment Opportunity Program objectives.
10. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

**EXAM SCOPE  
CONTINUED****Ability to:**

1. Analyze legal principles and precedents and apply them to complex legal and administrative problems.
2. Perform and direct legal research.
3. Present statements of fact, law, and argument clearly and logically.
4. Draft and direct the drafting of opinions, pleadings, rulings, regulations and legislation.
5. Negotiate effectively.
6. Conduct and direct the conduct of civil litigation.
7. Effectively supervise the work of subordinate personnel.
8. Effectively contribute to the department's Equal Employment Opportunity Program goals.

**ELIGIBLE LIST  
INFORMATION**

A promotional list will be established for the Department of Consumer Affairs. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change.

**VETERANS  
PREFERENCE  
POINTS**

Veterans preference credit is not granted in promotional exams.

**QUESTIONS?**

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services & Recruitment Unit, 1625 N. Market Street, Suite N 321, Sacramento, CA 95834, (916) 574-8351.

**GENERAL INFORMATION**

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at (916) 574-8351 three weeks after the final file date if a progress note is not received.

It is the candidate's responsibility to contact the Department of Consumer Affairs, Selection Services Unit, three days prior to the written test date if he/she has not received his/her notice to appear.

Applications are available at State Personnel Board offices, local Employment Development Department offices, the Department noted on the front of this bulletin and at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements to participate in this examination, you will be scheduled to participate in a competitive test in which your performance is compared with other competitors in the exam. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the exam or placement on the employment list.

**Examination Locations:** Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

**Employment lists:** Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for disabled veterans and 5 points for other veterans. Directions for applying for veteran's preference and definitions for Veteran Disabled Veteran are available on the Application for Veterans Preference form which is available from the State Personnel Board office or written test proctors.

**Career Credits:** In open, non-promotional examinations career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form STD 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)